Topics & Goals

COMP 100 gives students a basic understanding of computer information systems, i.e., how to organize, access, and manipulate large collections of information in a productive manner. The course focuses on

- Databases -- using Microsoft Access 2010
- Spreadsheets -- using Microsoft Excel 2010

Database examples will mostly come from business. Spreadsheet examples will mostly comes from business and personal finance.

Students are not expected to have any prior experience with databases or spreadsheets. The course does not involve programming. Students are assumed to have basic computer skills of running programs, browsing the web, and accessing files.

At the end of the course, students should be able to pass the Microsoft Office Specialist Certification exams for Access and Excel. Those exams are not part of the course, however.

Workload

If you pay attention in class and spend about 3 hours a week on the assignments and project, you are almost guaranteed an A or B. However, each semester I typically have a few students who don't pay attention in class, skip some assignments, and don't put much effort into the project, and then struggle to earn a D.

Graded work

- Assignments -- Done individually. -- 35% total
- Project -- Large database project with three deadlines spread out over 2nd half of course. Done individually or in pairs. -- 20% total
- Exams -- Three, during class periods and finals. Done individually. -- 15% each

Letter-grade cutoffs are 90/80/70/60 for A/B/C/D.

Late policy

You may request penalty-free extensions. Valid reasons include sickness, school-related travel, and adding the course late. Invalid reasons include forgetfulness and having too much work. Whenever possible, please request this ahead of time.

Otherwise, assignments may be turned in up to two days late with the following grade penalty:

- 0-24 hours late: -10 points (out of 100)
- 24-48 hours late: -20 points (out of 100)

Staff

Instructor:

- John Greiner, Duncan Hall 3093, 713-348-3838, greiner@, Office hours by appointment. I have a flexible schedule.

TA:

- TBA

Graders (of assignments):

- Danielle Spence, dls4@
- Drew Travis, agt3@
- Caroline Wu, cw17@